

**Job Application Form**

The application form is an important part of the selection process. To ensure fairness to all applicants any decision to short list for interview will be based solely on the information supplied on the application form. It is important that you give as much information as possible regarding why you wish to apply for the post and what makes you a suitable applicant.

|  |  |
| --- | --- |
| Post applied for: |  |

# Section One: Your details.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | | |
| Contact Number: |  | Address: |  |
| Email: |  |  |
| Are you eligible to work in the UK? |  |

Do you require any adjustments to be made in order for you to fully participate in our recruitment process? (e.g. mobility, access needs or additional requirements). If so

Please give details in the box below:

**Section Two**: Employment and voluntary details to date (starting with most recent).

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **to** | **employer/company/**  **organisation name and address (if possible)** | **brief description of duties** |
|  |  |  |  |

**Section Three:** Education qualification details (starting with the most recent).

|  |  |  |
| --- | --- | --- |
| **school/college/university** | **course/award title** | **grade** |
|  |  |  |

**Section four:** Training or professional qualifications (starting with the most recent).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| from | **to** | **institution/employer** | **course/award title** | **grade** |
|  |  |  |  |  |

**Section Five:** After reading the job description/person specification, please use the space below to detail why you believe you are suitable for this post. Consider to what extent you have gained the skills and experience necessary for the post, and where possible give examples.

|  |
| --- |
|  |

**Section Five COntinued:**

**Section Six:** Please give full details of two referees and state their relationship to you.

| **Name:** |  |  |
| --- | --- | --- |
| Address: |  |  |
| Email: |  |  |
| Contact Number: |  |  |
| Relationship: |  |  |

**May we request a reference:**

At any time? Yes

Only after offer of employment Yes

**Section Seven:** Please state current notice period and any pre-booked holiday (if applicable).

|  |  |
| --- | --- |
| Notice period: |  |
| Pre-booked holiday dates: |  |

**Rehabilitation of Offenders Act, 1974**

Please provide details on a separate sheet of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in driving licence endorsements should be disregarded, unless holding a clean licence is a specific requirement of the job. Failure to disclose such information may result in dismissal or disciplinary action by the Organisation. This information will be treated as confidential and will not necessary disqualify you from employment with the Organisation.

**Right to Work in the UK**

In order to comply with the Immigration, Asylum and Nationality Act 2006 it is necessary to see proof of your right to work in the United Kingdom. If proof is required, we will request it once an offer of employment has been made and before you take up employment. However, if you require a work permit in order to work in the United Kingdom please indicate by ticking this box

Declaration:All information given in this form is correct at time of application.

(please type your full name below)

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

Please tell us how you found out about this post:

Thank you for your co-operation in completing this form.

# Keep up to date with what’s on at Brunel’s SS Great Britain by joining our mailing list at: ssgreatbritain.org/enewsletter

**Equal Opportunites Recruitment Monitoring Form**

The SS Great Britain Trust is committed to ensuring that we are accessible and relevant to everyone, both as an organisation and as a popular visitor attraction. This information is used for monitoring purposes only and will be detached from your application form before the shortlising process. This information will be transferred to our Human Resources database to help monitor the diversity of applications received.

Please tick the appropriate box:

**Gender Identity:** Female □ Male □ Non-Binary □ Prefer not to say □

**Gender assumed to be at birth:**  Female □ Male □ Prefer not to say □

# Age range:

□ 0-19 □ 20-34 □ 35-49 □ 50-64 □ 65+ □ Prefer not to say

# What is your ethnicity?

Ethnic origin refers to the group to which you perceive you belong. Please tick the appropriate box.

|  |  |  |
| --- | --- | --- |
| White British | □ |  |
| White Irish | □ |  |
| Gypsy or Irish Traveller | □ |  |
| Any other White background | □ | Please specify: |
| White & Asian | □ |  |
| White & Black African | □ |  |
| White & Black British | □ |  |
| White & Black Caribbean | □ |  |
| Any other Mixed background | □ | Please specify: |
| Asian British | □ |  |
| Bangladeshi | □ |  |
| Chinese | □ |  |
| Indian | □ |  |
| Pakistani | □ |  |
| Any other Asian background | □ | Please specify: |
| Black African | □ |  |
| Black British | □ |  |
| Black Caribbean | □ |  |
| Any other Black background | □ | Please specify: |
| Arab | □ |  |
| Any other ethnic group | □ | Please specify: |
| Prefer not to say | □ |  |

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on a person’s ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental ill health and learning disabilities.

**Do you consider yourself to have a disability according to the above definition?**

Yes □ No □ Prefer not to say □

If you selected yes, please indicate your disability:

□ Visual impairment (e.g. blindness or partial sight)

□ Hearing impairment (e.g. deafness or partial hearing)

□ Physical impairment

□ Learning or cognitive disability (e.g. dyslexia)

□ Mental health condition

□ Prefer not to say

□ Other impairment, please write in:

**What is your sexual orientation?**

Bisexual □ Gay Man □ Gay Woman/Lesbian □ Heterosexual/Straight □

Queer □ Prefer not to say □

□ Other sexual orientation, please write in:

**What is your religion or belief?**

No religion or belief □ Buddhist □ Christian □ Hindu □ Jewish □

Muslim □ Sikh □ Prefer not to say □

□ Other religion or belief, please write in:

**If you would like to make any further comments, please do so here:**